## Grants Life Cycle Process

### Phase

- **Ideation**
- **Framing**
- **Refinement**
- **Negotiation**
- **Implementation**
- **Deployment**
- **Close-out**

### Process

**Grants Life Cycle Process**

#### Pre-Award

- **Project Screening Protocol**
- **Grant Alignment**
- **Review and Revise Drafts**
- **Finalize Attachments and Letters of Commitment**
- **Transmittal Preparation**
- **Submit Proposal**

#### Post-Award

- **Negotiation with Funding Agency**
- **Award Received**
- **Award Announcement**
- **Project Kick-Off Meeting**
- **Project Implementation Plan Confirmation**
- **Grant Project Management**

### Deliverables

- **Preliminary Grants Form**
- **Go/No-Go Matrix**
- **Project Approval**
- **Concept Paper**
- **Compliance Matrix**
- **Proposal Timeline**
- **Logic Model**
- **Draft Proposal**
- **Draft Budget**
- **Bio Sketches/Forms**
- **Signed Letters**
- **Final Proposal Package created including narrative, summary, budget and attachments**
- **Negotiation Response**
- **IRB Application**
- **Award Letter**
- **Award Announcement**
- **Kick-Off Meeting**
- **Press Release**
- **Final Workplan**
- **Final Budget**
- **Signed Contracts**
- **Hired Project Staff**
- **Project Deliverables**
- **Dissemination Plan**

### Compliance

- **Remain current on Regulatory Environment and Future Trends**
- **Provide training on and communicate compliance education**
- **Shred agency RFP requirements and restrictions to ensure alignment with project proposal**
- **Design compliant partner letters and sub-award agreements**
- **Submit compliant proposal package to agency portals.**
- **Perform funding agency negotiation**
- **Assist in IRB Protocol Approval, if needed**
- **Train and certify Principal Investigator**
- **Assist in securing contracts and MOUs from partners, vendors, and evaluators**
- **Assist with compliant budget modifications**
- **Provide guidance during project to confirm achievement of outcomes**
- **Manage site visits from funding agencies.**
- **Confirm periodic project performance report and final closeout reports are compliant and timely.**

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**Columbus State Grants Office**

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**Post-Award**

- **Contracts/MOUs**
- **Subawards, Partners, Vendors, and Evaluators**
- **Personnel Hiring and Onboarding**
- **Reporting Requirements**
- **Project Materials Archive**
- **Dissemination Materials**
- **Sustainability Plan**
- **Project Archive**
- **Final Project Report**